

Code	Name of Controlled Vocabulary
rbtyp	Type Evidence: A Thesaurus for Use in Rare Book and Special Collections Cataloging (ACRL)
sears	Sears List of Subject Headings (H.W.Wilson Company)
she	SHE: Subject Headings for Engineering
test	Thesaurus of Engineering and Scientific Terms
tgn	Getty Thesaurus of Geographic Names <a href="http://www.getty.edu/research/tools/vocabulary/tgn/">http://www.getty.edu/research/tools/vocabulary/tgn/</a>

\* Be wary of using the locally created vocabularies. The purpose of controlled vocabularies is to provide an environment where terms assigned by various metadata creators are represented in the same way.

\*\*If you are using a locally created vocabulary, you'll need to create a thesaurus so that approved terms are uniformly applied.

#### Submitting New Vocabularies:

The vocabularies listed here are those most likely to be in use in North Carolina. In order to ensure that this list remains updated, useful, and consistent across all cultural heritage institutions in North Carolina, please contact the NC ECHO Metadata Coordinator if a vocabulary you are using is not on this list so that it can be added and a code can be devised.

#### **Input Guidelines:**

- 1) Each subject gets its own subject tag.
- 2) Use controlled vocabularies for subject terms. Keywords can be input into the **description** for keyword access.
- 3) Include a **scheme** qualifier for the controlled vocabulary used. Identify applicable vocabulary using standardized abbreviations noted above. If using controlled vocabularies not included in the above list, please see Submitting New Vocabularies above.
- 4) Use specific rather than general words where possible:
  - Cats rather than Felines
  - Siamese cats rather than Cats
- 5) Subjects can include:
  - Personal names
  - Families
  - Corporate names
  - Topics
  - Genres
  - Events
- 6) To establish a distinction from other elements: creator of a resource goes in **Creator** element. Use the creator as a subject if the resource is also *about* the creator. For instance, a diary is created by a person, but also is about that person (use the person as creator and subject). A chair, however, is created by a person, but does not contain information about that person (use the person as creator only).
- 7) Subjects can describe what the resource is about or what the resource is.